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3 October 1950

Budget Officer

Chief [REDACTED]

Advancement of Annual Leave

REFS : a. CIA Notice No. 23-50, dated 24 May 1950

FOIAb3b1 b. Memorandum dated 15 June 1950 to Chief [REDACTED] from ADD, subject as above. Copy attached

FOIAb3b1 c. Memorandum dated 26 September 1950 to Chief [REDACTED] from Finance Division, subject: Overpayment of Salary. Copy attached

1. The Assistant Director for Operations advises that Reference b was issued pursuant to oral instructions from the Personnel Director.

FOIAb3b1 2. Pursuant to References a and b, [REDACTED] scheduled leave for its employees, except those overseas, in such manner that all leave earned during calendar year 1950 would be utilized prior to 1 January 1951.

3. The Fiscal Division has advised that employees with less than one year's service on permanent appointment cannot be advanced annual leave, employees with more than one year's service on permanent appointment may be advanced annual leave only by authority of the Personnel Director, and that no authority for making an exception exists, Reference b notwithstanding.

FOIAb3b1 4. As of the present date, the following listed [REDACTED] employees either have or will have by the time they return from leave they are now taking (applies to [REDACTED] only) overdrawn their leave balances by the amounts shown as a result of the discrepancy between References a and b above and current laws and CAC regulations. Pertinent data is also listed opposite each employee's name,

| NAME | LOCATION | PERMANENT APPOINTMENT | INFFECTIVE DATE | AMOUNT OF LEAVE OVERDRAWN | TYPE POINTS PAID FROM |
|---------|------------|--------------------------|-----------------|---------------------------------|-----------------------------|
| | | | | | |
| 25X1A9a | [REDACTED] | Dept. Reg. | 19 Jan. 1950 | 20 hours | V |
| | [REDACTED] | Dept. Reg. | 2 April 1950 | 60 hours | V |
| | [REDACTED] | | 17 March 1950 | 61 hours | V |
| 25X1A6a | [REDACTED] | | 13 Nov. 1949 | 66 hours | V |
| | [REDACTED] | | 30 March 1950 | 66 hours | UV |
| | [REDACTED] | | 2 Jan. 1950 | 52 hours | V |
| | [REDACTED] | | 13 Nov. 1950 | 60 hours | V |

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b. Each of those personnel was scheduled for annual leave by his supervisor in accordance with what was then believed to be Agency policy in the matter.

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c. a. [REDACTED] who has already been charged for 20 hours leave without pay at that amount deducted from her pay check which she received on 29 September 1950, has more than one year of permanent service and apparently can be granted advance leave. A request for this advance has already been submitted through proper channels. The Personnel Director on 29 September 1950 arranged for an advance of \$10 from special funds which was delivered to [REDACTED] through the Chief, [REDACTED] in order to allow her to meet urgent personal obligations. An adjustment of some kind will be in order when her advance leave is approved.

25X1A9a

b. [REDACTED] is now on leave and has been recalled in order to avoid using the full 60 hours indicated above. The actual amount necessary is dependent on how soon he can be contacted in Indiana and thereafter returned by car to the West Coast. In any case he will be overdrawn something less than but near 60 hours.

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c. [REDACTED] has already been charged with 40 hours leave without pay and that amount deducted from the pay check which he received on 15 September 1950. He has passed his physical examination for military service and it is reasonably certain that he will be ordered to report at an early date. In this case his account would presumably be adjusted and he would not suffer any net loss in pay. However if for any reason whatever he is not terminated prior to 1 January 1951 he would suffer a loss in pay unless some action to prevent this is taken.

25X1A9a

d. [REDACTED] was paid from unvouchered funds during the period covered by his overdrawn leave. See Reference q.

e. The remaining six employees each has less than one year of service on permanent appointment status.

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Attachments 2

[REDACTED]
shmq

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cc:

[REDACTED]
Fiscal Division

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